

Board of County Commissioners

Division of Planning & Development

Development Review

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Site Inspection Requirements for Temporary Certificate of Occupancy or Certificate of Occupancy

Permit # _____

Please be advised that prior to a Temporary Certificate of Occupancy or Certificate of Occupancy issuance from the Building Department, the following items must be completed:

1. Submit three (3) sets of record drawings, three (3) engineer certification letters (certifying the improvements have been completed in substantial compliance with the approved plans) from the developer's engineer of record, and a check in the amount of \$250, made payable to Sumter County BOCC, to the Development Coordinator. **Please note:** Providing only an as-built survey is not sufficient documentation for a final site approval inspection.
2. **The County Engineer must conduct a site inspection and approve the site improvements prior to the Building Department issuing a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy.** The site inspection will not be conducted until the County Engineer receives the record drawings. If the County Engineer determines there are not any health, safety, or welfare issues, a TCO may be issued, subject to building department approval. If any items need corrections, they must be corrected and a re-inspection scheduled. Please contact the **Development Coordinator** to schedule **all** record drawing/as-built inspections. Allow a sufficient time frame (a minimum of one week) for the County Engineer to conduct a site inspection. **Effective October 1, 2007, Sumter County requires all fees for the County's consulting engineer be paid prior to issuance of the CO.**

Contractor's Signature & Date

Staff - Witness

If you have any questions regarding this process, please contact Aimee Webb at (352) 793-0270 ext. 2477 or via email at aimee.webb@sumtercountyfl.gov.